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MEMORANDUM FOR: All Area Divisions

SUBJECT: Selection of the Action Division on Cables  
Containing Disseminable Intelligence

The following procedure has been approved by COP (DD/P)  
and will be implemented by the Cable Secretariat:

"1. Determination of the action division on cables containing  
disseminable intelligence with no operational information will be  
based upon the following criteria:

"(a) Action Indicators: Where action indicators are used,  
the action unit will be determined in accordance with the indicator.

"(b) Reference Cables: Cables containing references will  
be assigned to the office originating the outgoing reference.

"(c) In those instances in which a cable contains neither  
an action indicator nor a reference cable, the action will be  
assigned to the division responsible for the dissemination of  
the information. When the intelligence information pertains  
to more than one area division, the action will be assigned to  
the area division having executive responsibility for the station  
from which the cable originated.

"2. Determination of the action division on cables containing  
disseminable intelligence with operational information or bearing sensi-  
tivity indicators will be based upon the following criteria:

"(a) Action Indicators: Where action indicators are used,  
the action unit will be determined in accordance with the  
indicator.

"(b) Reference Cables. Cables containing references will be  
assigned to the office originating the outgoing reference.

"(c) In the absence of (a) or (b) above, the action will be  
assigned to the area division having executive responsibility for  
the station from which the cable originated.

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"3. Upon receipt of a cable containing disseminable intelligence which appears to warrant after hours action, the Cable Secretariat will inform the reports officer or other designated official of the action office who will then be responsible for taking such action as may be appropriate. When the cable originates within the area of another division, the person notified is responsible for coordination with the reports or case officer, as appropriate, of the area division having executive responsibility for the station from which the cable originated.

"4. Nothing in the above shall alter in any way the handling of cables in which the dissemination is prescribed and restricted, nor will the above instructions be followed when, based upon information available to the Cable Secretariat, such action assignment would be improper."



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Cable Secretary

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